

IDAHO DEPARTMENT OF PARKS & RECREATION

“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”

Quarterly Board Teleconference

Wallace Inn

100 Front St.

Wallace, ID 83873

August 11-12, 2021

▪ **AGENDA**

▪ **Wednesday, August 11, 2021**

- Call to Order – Chairman Beckley called the meeting to order at 8:30 A.M. The Chairman requested Ms. Mills to conduct a roll call.
 - Board Member Beckley - Present
 - Board Member Fatkin- Present
 - Board Member Black- Present
 - Board Member Doman – Present
 - Board Member Roach – Present
 - Board Member Eastwood -Present

Also present during all or portions of the meeting either in person or on the phone, were the following individuals:

Susan Buxton – Director

Betty Mills – Management Assistant to the Director

Troy Elmore – Operations Division Administrator

Garth Taylor – South/East Region Manager

Steve Martin – Fiscal Officer

Craig Quintana – Public Information Officer

Seth Hobbs – Registration/Reservation Program Manager

Adam Zaragoza – Development Bureau Chief

Dave Claycomb – Recreation Bureau Chief

Debbie Hoopes – Human Resource Manager

Kathy Muir – Grants Management Supervisor

Adam Straubinger – Grants Program Specialist

Steve Strack – Deputy Attorney General

Rob Sepich – Budget and Policy Analyst

Jake Garringer – North Idaho Field Office, Office of the Governor

Sandra Mitchell – Executive Director, Idaho Recreation Council

David Claiborne – Idaho Recreational Council

Larry Laxson – Valley County

Mike Roach -

Leslie Duncan – Kootenai County Commissioner

Bill Greenwood – City of Coeur d'Alene, Parks and Recreation Director
Nick Snyder – Kootenai County
Sandy Emerson – 4 County Natural Resources Committee
Mike Gladhart – Clearwater County and Sheriff's Office
Ted Leach – Clearwater County
Greg Dawson – Clearwater County
Jeff Connolly – Bonner County
Dave Fair – City of Post Falls
Linda Heiss – City of Sandpoint
Will Klinkefus – Kootenai County
Tamra Cikaitoga – Parks and Recreation Director for Freemont County
Catherine Bish
Ray Pipella
Shay White – Whitewater Association

Welcome and Introductions.

Chairman Beckley and Director Buxton welcomed everyone to the meeting today.

Additions or Deletions to the Printed Agenda

Director Buxton requested that the Steve Strack appreciation agenda item be tabled until a later date.

MOTION: Ms. Roach moved to table this agenda item until a later date. The motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Consent Agenda Items – Action Item

- Approval of Minutes
 - June 28, 2021

MOTION: Ms. Roach moved to approve the minutes as written. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Open Meeting Procedures – Director Buxton

Director Buxton provided an explanation of the Open Meeting Procedures for everyone to follow during the Public Hearing this morning.

Speakers at the Public Hearing:

Leslie Duncan – Kootenai County Commissioner
Nick Snyder – Kootenai County
Jeff Connelly – Commissioner
Mike Gladhardt – Clearwater County Sheriff's Office
Ted Leach – Waterways Committee

Greg Dawson – Waterways Board, Grant Committee
Dave Fair – Director of Parks and Recreation for the City of Post Falls
Sandy Emerson – Coeur d'Alene Resident
Linda Hise – Grant Committee
William (Bill) Greenwood – City of Coeur d'Alene, Parks and Recreation Director
Tamra Cikaitoga – Parks and Recreation Director for Freemont County
David Claiborne – Idaho Recreational Council
Larry Laxson
Shay White – Whitewater Association

David Claiborne objected to the Public Hearing Notice, alleging the time difference between Pacific and Mountain was confusing.

Director Buxton suggested the Board consider continuing the Hearing at a future date to ensure all interested parties have the correct date and time.

Ms. Roach moved to continue this Public Hearing on August 18, 2021, at 3:00 PM Mountain Time, 2:00 PM Pacific Time. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Decision on Rules to be Published – Susan Buxton
Director Buxton provided an update on the Rules to be Published.

IDPR Policy Revisions – Adam Zaragoza
Mr. Zaragoza stated that in 2017, the IDPR Board reviewed and approved updates to the IDPR Policies. Per policy 1010.4.2, it states “the Board should review, amend, and ratify policies during the Fall Board meeting during odd numbered years, or upon majority vote of the Board members during the interim.” Since it is an odd numbered calendar year and following the Governor’s objective for red tape reduction, staff is recommending an amendment to policy 1010.4.2 and 1010.4.3 to allow greater flexibility in policy reviews. With Board and IDPR Leadership changes, this is a good opportunity to update all IDPR’s policies at future Board meetings.

Ms. Roach moved to follow the staff recommendations as stated, to amend policy 1010.4.2 to state: “The Idaho Park and Recreation Board is a policy setting Board, and as such provide policy direction for the agency. In order to keep policies up to date, all existing policies should be reviewed as needed. For those policies that require Board approval, the Board may review, amend and ratify policies on an as needed basis.” Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.

Ms. Roach moved to amend Policy 1010.4.3, “The process to review and update a policy that requires Board approval will be as follows:

- 1. As needed, the Director will request that a Board agenda include policy reviews, recommended amendments, or new policies, and assign staff as deemed appropriate.**
 - 2. The Director, or assigned staff member, will present to the Board the policy to be added or amended. The Board may take action on the policy by a majority vote.**
 - 3. Once approved by the Board, the human resources office will publish the final policy.”**
- Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

FY 2023 Budget Proposal – Steve Martin
Mr. Martin stated that since the Board approved the budget, there have been some changes.

1. Actual Health Benefit Costs and CEC have been revised to reflect the instructions included in the FY 2023 Budget Development Manual.
2. DU 12.01 – Minor changes due to variable benefit rate changes included in the FY 2023 Budget Development Manual.
3. DU 12.03 – Increase in Base Park Operating Expenses has been increased from \$376,000 to \$400,000. This increase reflects additional need for Operating Expenses at all parks due to increased visitation and is supported by an increase in ongoing revenue from fee increases.
4. DU 12.11 – Castle Rocks/Sheridan Property Acquisition has been added to reflect an additional \$165,300 in dedicated fund spending authority to partially fund the acquisition of the Sheridan property at Castle Rocks State Park. This request is supported by the proceeds from the sale of the HooDoo property, approved by the Board at their February 2021 meeting and received by the department in June 2021.

Ms. Roach moved to approve the FY 2023 budget proposal based upon the ranked replacement and enhancement items, for a total request of \$52,982,200, as summarized on page one (1) of this agenda item. The motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.

Grant Advisory Committee Appointments – Kathy Muir

Ms. Muir stated the Department has seventeen citizen advisory committee positions to appoint. Open positions include: three Recreational Vehicle Fund positions, three Waterways Improvement Fund positions, Five Off-Road Motor Vehicle Fund positions, and six Recreational Trails Program Fund positions. A summary of the candidates and staff recommendations are included.

Mr. Eastwood moved to approve the staff recommendations as presented. Motion was seconded by Ms. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.

Proposed Legislation Update – Director Buxton

The Director reported on the following proposed legislation items:

- Passport Increase – proposed increasing the cost of the passport from \$10 to \$20.
- Address Liability regarding activities in our parks – Director is working with the Governor's office on language.
- Safe Boating Act – Incorporating these rules into Statute.
- Increase in Vendor Fees – Requesting to raise this from \$1.50 to \$3.00. The DMV's and Vendors support this increase due to the increased costs for their services.

Billingsley Creek Water Right Exchange Update – Adam Zaragoza

Mr. Zaragoza reported that as of August 3, 2021, IDPR had received the revised application from Idaho Department of Water Right (IDWR). The application is currently under IDPR and Legal Counsel review. The Visitor Center is close to being complete but there are no exhibits there yet. There is a preconstruction meeting going on at Billingsley today for the campground.

Director's Report

Director Buxton reported on the following topics:

- Theresa Perry was hired as the reinstated South Region Manager.
- We have been reviewing the FY 2023 budget request and met with the Division of Financial Management (DFM), the Governor's Office and the Division of Human Resources (DHR) and have received their approval for its submission for inclusion in the Governor's budget. There are some minor changes that the Board is being asked to approve later in this meeting.
- We will be working with DFM and the Governors Office on proposals for the American Rescue Plan Act (ARPA) and state budget surplus funds for qualifying department projects. The Board will be kept apprised as these go through the processes.
- Treasure Valley Economic Partnership Meeting, July 26th – This meeting was held to address staffing shortages, the increasing cost of labor and housing needs across the state,

and outdoor recreation opportunities in the Treasure Valley and Eagle Island State Park. We have been reviewing apprenticeship and internship programs to assist with resolving these concerns. Housing options, including partnerships with other state agencies have also been explored.

- Met with City of Hagerman and toured Bruneau Dunes on June 10th – Adam Zaragoza and Director Buxton met with the City of Hagerman to discuss the Water Right transfer, the opening of the Visitor Center and the construction of the campground at Billingsley. We also visited Bruneau Dunes and were able to see the water well issues there with the park manager, Bryce Bealba. This is a difficult repair; we are looking at including this project in our request for ARPA funds.
 - Aspira – Reservations have been busy for our camping and lodging facilities as have registrations. Camping and day use is up 23% over 2020. Aspira has worked with IDPR to address the requirement to meet the levels of service set forth in the contract. We came to an understanding as to the credits that IDPR would receive at the end of FY2021 and monthly while Aspira undertakes steps needed to meet their SLA obligations.
 - Attended Capital for a day in Driggs, ID – June 22nd – All Idaho communities are facing the same struggles as IDPR. Employee shortages have disrupted business and increasing salaries has helped but there are still not enough workers to go around. It was nice to listen to how everyone wanted to find solutions. The outdoor recreation business community in Driggs is booming despite these challenges.
 - Site Tour with Office of Energy and Minerals Resources (OEMR) and Office of Species Conservation (OSC) – June 25th – I toured with John Chatburn (OEMR) and Mike Edmondson (OSC) to look at a possible site for a wind farm on BLM land, north of Lake Walcott State Park. I will keep the Board posted as this project progresses. We discussed placing electric car charging stations at some parks throughout the state. OEMR has a grant for such projects.
 - Tours of Lucky Peak, Heyburn, Old Mission, Hellsgate, Dworshak and Winchester State Parks – July 15th – 16th – We have toured with the Governor's Office staff, the Lt. Governor and her staff, Legislators and LCSC President Cynthia Pemberton. The purpose is to show them how well the funds proposed by the Governor and approved by the Legislature, have been used, and partnering opportunities for students with IDPR.
 - COVID is on the rise, the Delta variant is very contagious. The Governor has approved four hours of paid leave as an incentive to encourage and reward state employees to get vaccinated.
 - The Trident Land Acquisition was denied by the Department of Lands.
- The Director stood for questions.

Program Reports

Director Buxton requested IDPR staff, in attendance, to provide brief updates for their programs.

Craig Quintana, Senior Communications Officer reported:

- The television show, Good Morning America featured Osprey Point, located in Ponderosa State Park, during one of their television segments.
- Grand Opening at Billingsley Creek Visitor Center will be in April 2022.
- Newest Trails Sticker was released.
- CNN featured Bruneau Dunes and City of Rocks State Parks in one of their segments.
- Chelsea Chambers is doing a great job with social media. IDPR has a following of 200,012 people.

Garth Taylor, East Region Manager reported:

- Garth will continue to manage 1000 Springs State Park, until the campground at Billingsley Creek is complete.
- Theresa Perry was hired as the new South Region Manager.
- Theresa Perry is interviewing candidates for her old position as Park Manager at Lake Cascade State Park.
- Bear Lake State Park visitation averages \$20,000 per weekend day. Even with the park entrance fee increase, our prices are still a deal compared to what Utah parks charge at \$25 per day.

Troy Elmore, Operations Division Administrator reported:

- Theresa Perry will oversee Ponderosa, Lake Cascade, Eagle Island, Lucky Peak, Three Island and Bruneau Dunes State Parks.
- Ms. Perry is negotiating office space in Cascade in the Old Mill Office, owned by the Pickards.
- Gary Shelley, Park Manager at Eagle Island State Park retired. His long service to IDPR is greatly appreciated.
- Holding interviews next week for open park manager positions at Eagle Island and Lucky Peak State Parks.
- Off Highway Vehicle (OHV) program hired two new full-time employees.
- Housing issues within our parks and for our OHV employees. We have outfitted a trailer for employees to stay in if we are unable to locate other housing for them.
- The non-motorized trail program is working on signage for the Centennial Trail, using the Building Idaho's Future funds.
- Keith Jones, the Natural Resource Program manager is very busy managing projects and mitigating dead tree removal within our parks.
- Idaho Yurt Program has been very busy with reservations this year. In the future, we look to add additional yurts.

Seth Hobbs, Reservation and Registration Program Manager:

- 23% increase in visitation to our parks this year.

Debbie Hoopes, Human Resource Officer:

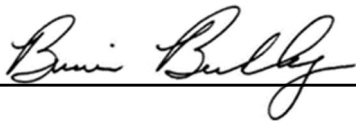
- COVID continues to be a concern for our agency. Staff are being exposed to the virus as well as contracting it.
- Recruitment issues, many of our park managers are getting close to retirement.
- We have a Ranger Register which allows us to pull applicants from that list right away when needed.
- Staff housing continues to be an ongoing problem for IDPR.
- We have increased our Seasonal staff wages.
- We continue to recruit for volunteers year-round.
- LUMA – looking for HR modernization, intending to imbed HR staff within agencies.

The Board recessed until tomorrow at 8:30 A.M.

▪ **Thursday, August 12, 2021**

8:30 AM Load Trolley and Tour of Old Mission State Park and Trail of the Coeur d'Alene.

Meeting was adjourned at 4:30 P.M.



Brian Beckley, Chairman
Idaho Park and Recreation Board



Susan E. Buxton, Director
Ex-Officio Member of the Board